

**FY 01**

**NAVAL POSTGRADUATE SCHOOL**



**DISABLED VETERANS  
AFFIRMATIVE ACTION PROGRAM  
(DVAAP)**

**UPDATE AND ACCOMPLISHMENT  
REPORT**

**Prepared by: Command Equal Opportunity Program  
Naval Postgraduate School**

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DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP)  
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**CERTIFICATION**

Report period: October 1, 2000 through September 30, 2001

**Department of the Navy**

Naval Postgraduate School (NPGS) UIC: 62271

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**Agency**

Naval Postgraduate School, 1 University Circle, Monterey, CA 93943-5001

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**NPGS Address**

**Number of employees covered by this report** 1065 (Temporary and Permanent)

Deborah A. Baity, Command Deputy Equal Employment Opportunity Officer

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**Name and title of contact person**

Deborah A. Baity, Command Deputy Equal Employment Opportunity Officer

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**Name and title of principal EEO official certifies that this plan is in compliance with 5 CFR Chapter 720**

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**Signature of principal EEO official**

**Date**

SIGNATURE OBTAINED

20 DEC 2001

Captain Frank C. Petho, Deputy Superintendent, USN

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**Name and title of head of NPGS certifies that this plan is in compliance with 5 CFR Chapter 720**

SIGNATURE OBTAINED

20 DEC 2001

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**Signature of Head of NPGS**

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**POLICY ON EMPLOYMENT OF DISABLED VETERANS**

This command fully supports the policies of the Federal government and Department of the Navy to provide affirmative employment opportunity to disabled veterans, including those who are 30 percent or more disabled. Appropriate consideration is given to disabled veterans when recruiting and hiring employees. All management personnel are advised of requirements to reasonably accommodate disabled veterans, including their development, advancement and retention as employees. It is my personal commitment to ensure that all employment actions effected by Naval Postgraduate School supports the mission and goals of the command and complies with Department of the Navy policies on employment of disabled veterans.

**SIGNATURE OBTAINED**

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Captain Frank C. Petho  
Deputy Superintendent, USN

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**NARRATIVE REPORT**

An analysis of the Naval Postgraduate School (NPGS) Monterey disabled veterans' work force was conducted by total employment, accessions, promotions, and separations.

The total work force population for NPGS as of 30 September 2001 was 1065. This report provides statistical representation information for all Disabled Veterans.

Overall representation of all Disabled Veterans (10 point and 30% or more disabled veterans) reported for FY01 at NPGS was 57 or 5.4% of the workforce. The Department of the Navy's (DON) Disabled Veteran work force representation at the end of FY00 was 6.3%.

Total onboard count for all veterans at NPGS is 258 or 24.2% of all employees. Veterans represented 6.3% of DON's work force for FY00.

Veterans with a 30% or more disability totaled 43 or 4.0% of the NPGS work force for FY01; the DON's overall representation for this group was 2.1% for FY00.

During FY01, Disabled Veterans accounted 2.5% of all accessions (161), 3.1% of all new hires (129), 3.4% of all promotions (87), and 8.1% of all separations (99).

**DISABLED VETERANS DATA  
FOR FY00 AND FY01**

<b>NPGS</b>	<b>FY00</b>	<b>FY01</b>
NUMBER IN TOTAL WORK FORCE	1059	1065
NUMBER AND % OF ALL DISABLED VETERANS	57/5.4%	57/5.4%
NUMBER AND % OF 30% DISABLED VETERANS	21/2.0%	43/4.0%
NUMBER AND % OF ALL VETERANS	273/25.8%	258/24.2%

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**DESCRIPTION OF EXTERNAL RECRUITING METHODS TO SEEK OUT DISABLED  
VETERANS, INCLUDING DISABLED VETERANS WITH 30% OR MORE  
DISABILITY**

Several sources continued to be used for recruiting veterans throughout the fiscal year. Those sources included:

- Delegated Examining Authority (DEA)
- Outside the Register (OTR)
- Temporary Appointments
- Open Continuous/RESUMIX
- VRA Appointments and 30% Disabled Veterans authorities
- Student Educational Employment Program
- E-Recruiting

Vacancy Announcements were electronically distributed, mailed or faxed to area California State Employment Development Department offices (EDD), veterans organizations, all HRO Site Offices, as well as uploading announcements to the Office of Personnel Management (OPM) web site [www.usajobs.opm.gov](http://www.usajobs.opm.gov), and to the Department of the Navy (DON) web site. FAXBACK capability is also available for potential applicants to query, request and to receive a fax with a specific job announcement at the requestors fax number. Additionally, for employment inquiries a toll free number can be used to contact the Human Resources Service Center, Southwest (HRSC-SW).

During FY01 RESUMIX and Resume Preparation presentations and briefings were made to:

- California State EDD Veterans Employment Committee (VEC)
  - Military Family Service Centers (FSC)
  - Military Transition Centers (MTC)
  - San Diego County Career Center
- Attendees:
- Braille Institute
  - Able-Disabled Advocacy
  - Goodwill Industries
  - San Diego Workforce Partnership
  - Access America
  - South County Career Center Staff and Clients
  - State of California Employment Development Department

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- San Diego Center for the Blind
- San Diego Business Advisory Counsel (BAC)

Additionally, HRSC-SW Southwest (NRSW) Human Resources Office (HRO) staff attended the following recruitment events sponsored by veteran organizations during the fiscal year:

- Marine Corps Recruit Depot, San Diego (Two events)
- Family Service Center, Naval Station, San Diego
- Fleet and Family Support Center, Naval Air Station, North Island (Two Events)
- Annual Veterans Job Fair, San Bernardino
- Marine Corps Community Support Services, MCB Camp Pendleton (Two events)
- Veterans Employment Committee of San Diego County
- Marine Corps Community Support Services, Marine Corps Air Station, Miramar, San Diego (Two Events)
- State of California Employment Development Department (EDD) Veterans Employment Committee (VEC), Job Fair, San Diego

**METHODS USED TO IMPROVE INTERNAL CAREER ADVANCEMENT OF  
DISABLED VETERANS**

HRSC-SW and the HRO continued to publicize updated internal and merit promotion appointments. Additionally, employment information is available via Internet, toll free telephone, or fax back. Training opportunities are also listed on the Navy's web site.

RESUMIX allows current employees and veterans the opportunity to submit resumes on-line or by mail, as well as apply for more than one job series with one resume. Thereby expanding the veteran's consideration to multiple job opportunities.

**IDENTIFICATION OF CRITERIA OR METHODS TO REVIEW AND IMPROVE THE  
DVAAP**

Veterans comprised 24.2% of the NPGS's work force, a representation rate below the DON's rate of 35.41%. Overall representation of disabled veterans was 5.4% vs. the DON's rate of 5.8%. Additionally, the NPGS's total representation of 30% or more disabled veterans was 4.0%, also above the DON's rate of 2.18%. The HRO and the HRSC-SW will continue to monitor veteran employment work force data retrieved from the Distributed Managers System (DMS) and MODERN automated personnel inventory systems.



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**NOTEWORTHY COMMAND DVAAP INITIATIVES**

1. As noted on the previous page of this report HRSC-SW and HRO representatives attended a total of 9 career fairs sponsored by veteran organizations during FY01.
2. The HRSC-SW conducted various employment workshops to veteran organizations, and will continue outreach efforts in partnerships with the HRO and NPGS in FY02.
3. DVAAP efforts will continue to be jointly developed by the HRSC-SW, the HRO, and NPGS in implementing innovative ways to recruit, employ, promote and retain the disabled veterans.